

Office 365 – (O365)

Outlook Web Access (OWA)



Tutorial # 4

Calendar Tab – Overview

(Story board)

Introduction

The following is a story board of a tutorial depicting the steps and screen selections required to perform various message related functions using the Office 365 Outlook Web Access (OWA) application.

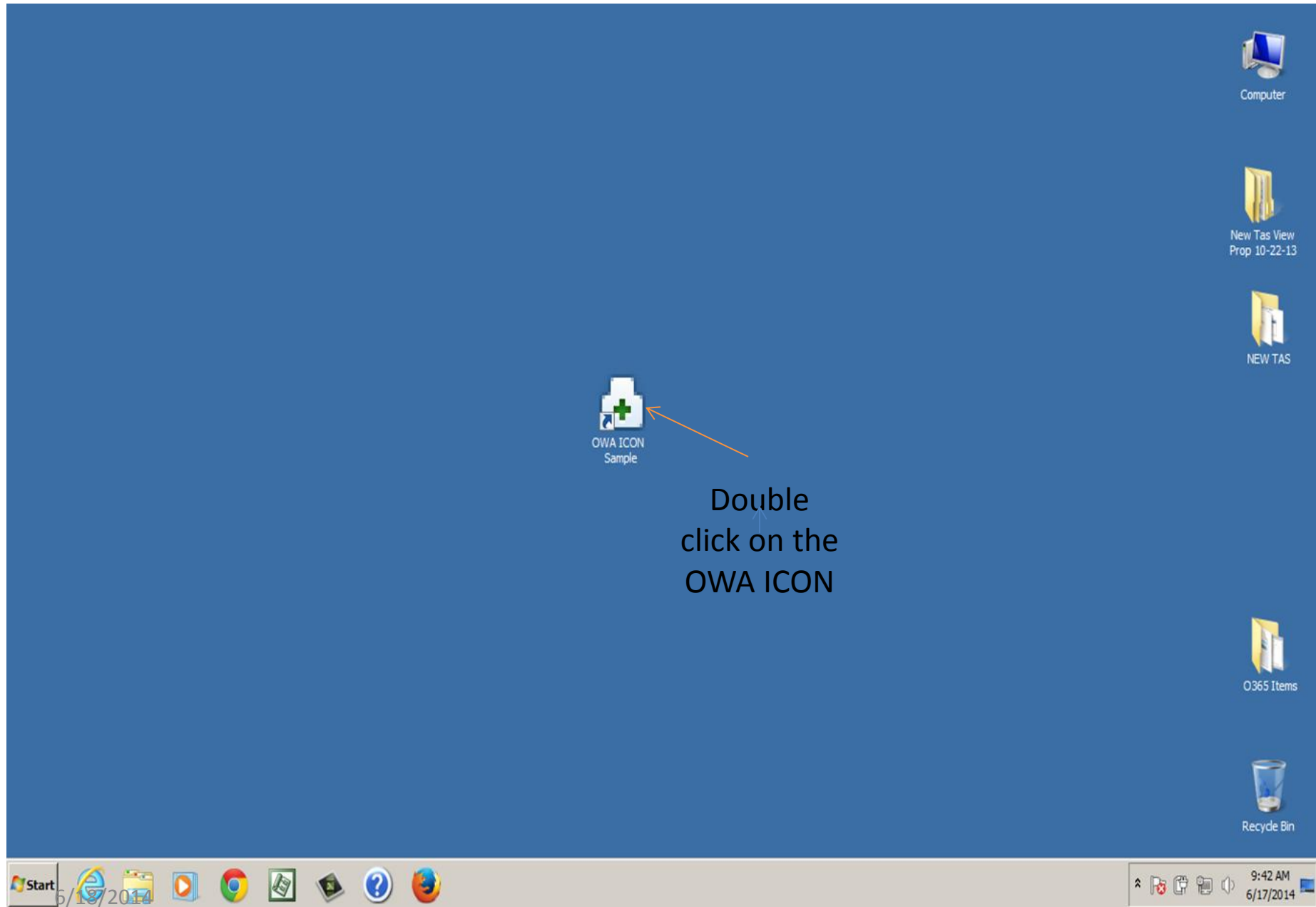
What is covered in 'Calendar Tab - Overview' tutorial is a high level review of:

- Sign on
- High level overview
- New Event selection and screen
- Calendar views (day, week, ...)
- Select a month to view
- Select 'go to today' to view today
- Sign out

As the tutorials are designed to be viewed in a reasonable amount of time each one covers specific activities. Other commonly used capabilities will be the subjects of other tutorials.

Sign On

O365 – OWA Desktop - Sign in Screen



O365 – OWA Internet - Sign in Screen

The screenshot shows the Office 365 sign-in page in a web browser. The browser's address bar displays the URL: https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply. The page features a large background image of a highway with cars and palm trees. On the left side, there is a grid of blue buttons with the word 'Connect' in various languages: 'Łączyć', 'Conecte', '連接', 'Ligue', 'Connect', 'تواصل', 'Verbinden', 'つなぐ', 'Yhdistä', 'povezati', and 'להתחבר'. The main sign-in area on the right includes the Office 365 logo, the text 'Sign in with your organizational account', a text input field containing 'someone@example.com', a password input field, a checkbox for 'Keep me signed in', and a blue 'Sign in' button. Below the 'Sign in' button is a link that says 'Can't access your account?'. At the bottom of the sign-in area, there is a small icon of a person and the text: 'Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback'. The browser's taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '6/18/2014' and '9:45 AM'.

Office 365

Sign in with your organizational account

Enter County Network ID

someone@example.com

Password

☐ Keep me signed in

Sign in

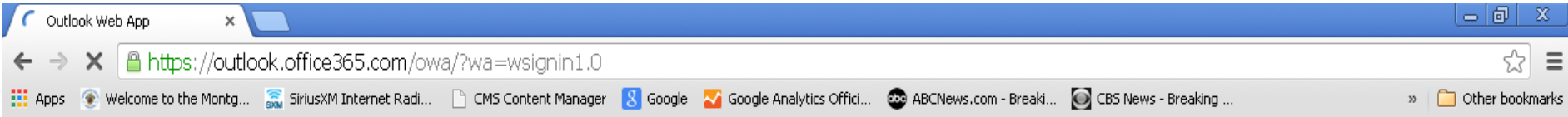
Can't access your account?

Enter County Network Password

Select to start Sign in process

Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback

O365 – OWA Sign in progress screen



Outlook® Web App



When a staff person signs on they are presented the Outlook Tab.

Calendar Tab – High Level Overview

This screenshot provides a high-level overview of the Outlook Web App Calendar Tab. The interface is shown in a browser window with the URL <https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar>. The top navigation bar includes links for Outlook, Calendar, and People. The main calendar area displays a monthly view for March 2014, with the current date, Tuesday, March 25, 2014, highlighted. A sidebar on the left shows the 'MY CALENDARS' section with 'Calendar' selected, and a 'new event' button at the top. The bottom of the screen shows the Windows taskbar with the Start button and several open applications, including the Outlook Web App. Annotations with arrows point to various features: 'new event' points to the top-left button; 'Calendar folders' points to the sidebar; 'Create New Event' points to the 'new event' button; 'Current calendar view' points to the 'Calendar' link in the sidebar; 'Quick links to go to particular month' points to the month navigation links at the top; 'Calendar view' points to the main calendar grid; 'Daily events window' points to the 'day work week week month' view selector at the top right; and '25' points to the large number '25' in the bottom right corner.

new event

March 2014

jan feb mar apr may jun jul aug sep oct nov dec go to today

day work week week month

Calendar view

Daily events window

Create New Event

Current calendar view

Quick links to go to particular month

Calendar folders

25

6/18/2014

7

Calendar Tab – New Event - Select

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event

March 2014

day work week week month

SHARE PRINT

January February March April May June July August September October November December go to today

March 2014

23 24 25 26 27 28 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2 3 4 5

MY CALENDARS

Calendar

OTHER CALENDARS

SUNDAY 23 MONDAY 24 TUESDAY 25 WEDNESDAY 26 THURSDAY 27 FRIDAY 28 SATURDAY Mar 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 Apr 1 2 3 4 5

2p Sample Event

6/18/2014

25

8

Start

Calendar - Mailbox - Fre...

OWA - Tutorial #4 Story...

Training User - Outloo...

Search Desktop

10:41 AM

This Selecting the '+' generates a create event screen

Calendar Tab – New Event – Event creation screen

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365

new event

SAVE DISCARD SCHEDULING ASSISTANT APPS

Event:

Location: add room

Attendees: +

Start: Tue 3/25/2014 11:00 AM Duration: 30 minutes

Show as: Busy Reminder: 15 minutes

Calendar: Calendar

Repeat: Never

☐ Mark as private

Calibri 12 B I U

This selection generates new event creation screen

6/18/2014

9

Start Calendar - Mailbox - Fre... OWA - Tutorial #4 Story... Training User - Outloo...

Search Desktop 10:50 AM

Calendar Tab – Calendar Views – Month

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event March 2014

day work week week month

SHARE PRINT

« MARCH 2014 »

MY CALENDARS

- Calendar

OTHER CALENDARS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	Mar 1
2	3	4	5	6	7	8
9	10	11	12 2p Sample Event	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Apr 1	2	3	4	5

6/18/2014

10

25

This selection generates this calendar view

Calendar Tab – Calendar Views – Week

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event

March 23–29, 2014

◀ feb23-1 mar2-8 mar9-15 mar16-22 **mar23-29** mar30-5 ▶ go to today

day work week **week** month

SHARE PRINT

<< MARCH 2014 >>

5 M T W T F S

23 24 25 26 27 28 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2 3 4 5

MY CALENDARS

Calendar

OTHER CALENDARS

23 SUNDAY 24 MONDAY 25 TUESDAY 26 WEDNESDAY 27 THURSDAY 28 FRIDAY 29 SATURDAY

9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p 10p 11

6/18/2014

This selection generates this calendar view

Start Calendar - Mailbox - Fre... OWA - Tutorial #4 Story... Training User - Outloo... Search Desktop 10:58 AM

Calendar Tab – Calendar Views – Work Week

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event

March 23–29, 2014

◀ feb23-1 mar2-8 mar9-15 mar16-22 **mar23-29** mar30-5 ▶ go to today

day **work week** week month

SHARE PRINT

24 MONDAY 25 TUESDAY 26 WEDNESDAY 27 THURSDAY 28 FRIDAY

10a

11a

12p

1p

2p

3p

4p

5p

6p

7p

8p

9p

10p

11p

6/18/2014 12

MY CALENDARS

Calendar

OTHER CALENDARS

This selection generates this calendar view

Start

Calendar - Mailbox - Fre...

OWA - Tutorial #4 Story...

Training User - Outloo...

Search Desktop

11:00 AM

Calendar Tab – Calendar Views – Day

The screenshot shows the Outlook Web App (OWA) interface. At the top, the browser address bar displays the URL: <https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar>. The Office 365 header bar is visible, with navigation links for Outlook, Calendar, and People. The user is logged in as 'Training User'.

The main content area is titled 'Tuesday, March 25, 2014'. Below the title, there are navigation links for the previous and next days, and a 'go to today' link. The calendar view is set to 'day'.

On the left sidebar, there is a '+ new event' button. Below it, a calendar overview for March 2014 is shown, with the 25th highlighted. Under 'MY CALENDARS', the 'Calendar' option is selected. Below that, 'OTHER CALENDARS' are listed.

The main calendar grid shows the time slots from 9a to 11p. A text overlay 'This selection generates this calendar view' is positioned in the center of the grid, with three blue arrows pointing to the 'day' view selector, the 'Calendar' option in the sidebar, and the main calendar grid.

Calendar Tab – Main Calendar – Select a month to view

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event

March 2014

day work week week month

SHARE PRINT

jan feb mar apr may jun jul aug sep oct nov dec go to today

23 24 25 26 27 28 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2 3 4 5

MY CALENDARS

Calendar

OTHER CALENDARS

SUNDAY 23 MONDAY 24 TUESDAY 25 WEDNESDAY 26 THURSDAY 27 FRIDAY 28 SATURDAY Mar 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 Apr 1 2 3 4 5

2p Sample Event

This selection generates will take the staff person to the October view

6/18/2014

14

25

Start

Inbox - Mailbox - Frey, J...

OWA - Tutorial #4 Story...

Training User - Outloo...

Search Desktop

11:07 AM

Calendar Tab – Main Calendar – Month to view displayed

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event

October 2014

jan feb mar apr may jun jul aug sep oct nov dec go to today

day work week week month

SHARE PRINT

WEDNESDAY, OCTOBER 01, 2014

Month selected is displayed

6/18/2014

15

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	Oct 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Nov 1

Calendar Tab – Main Calendar – Select go to today

Training User - Outlook Web X

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event

October 2014

day work week week month

SHARE PRINT

go to today

WEDNESDAY, OCTOBER 01, 2014

01

6/18/2014

16

This selection will display the calendar with the current date

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	Oct 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Nov 1

Calendar Tab – Main Calendar – Display ‘go to today’ view

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event

March 2014

day work week week month

SHARE PRINT

« MARCH 2014 »

MY CALENDARS

Calendar

OTHER CALENDARS

6/18/2014

17

This is the 'go to today' view

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	Mar 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Apr 1	2	3	4	5

Sign off

OWA Overview – Sign off

The screenshot displays the Outlook Web App (OWA) interface for a user named 'Training User'. The top navigation bar includes 'Outlook', 'Calendar', 'People', and a dropdown menu for 'Training User'. The 'Training User' dropdown menu is open, showing a profile picture, the name 'Training User', the email address 'training@teachoffice365.com', a 'change' link, an 'Open another mailbox...' option, and a 'Sign out' button. A blue arrow points from the text 'Staff member selects 'Sign out' to exit OWA' to the 'Sign out' button. Another blue arrow points from the text 'The 'User" tab is access from anywhere in OWA. When selected the menu of choices appears' to the 'Training User' dropdown menu. The left sidebar shows the 'Training User' section with options like 'Inbox', 'Drafts [2]', 'Sent Items', 'Deleted Items 1', 'Junk Email', 'Notes', and 'Email Holding'. The main content area shows a message titled 'There are no items to show in this view.' The bottom status bar shows the date '6/18/2014' and the time '9:13 AM'.

new mail

search Mail and People

INBOX CONVERSATIONS BY DATE

all unread to me flagged

Training User

Inbox

Drafts [2]

Sent Items

Deleted Items 1

Junk Email

Notes

Email Holding

There are no items to show in this view.

There are no items to show in this view.

Training User

training@teachoffice365.com

change

Open another mailbox...

Sign out

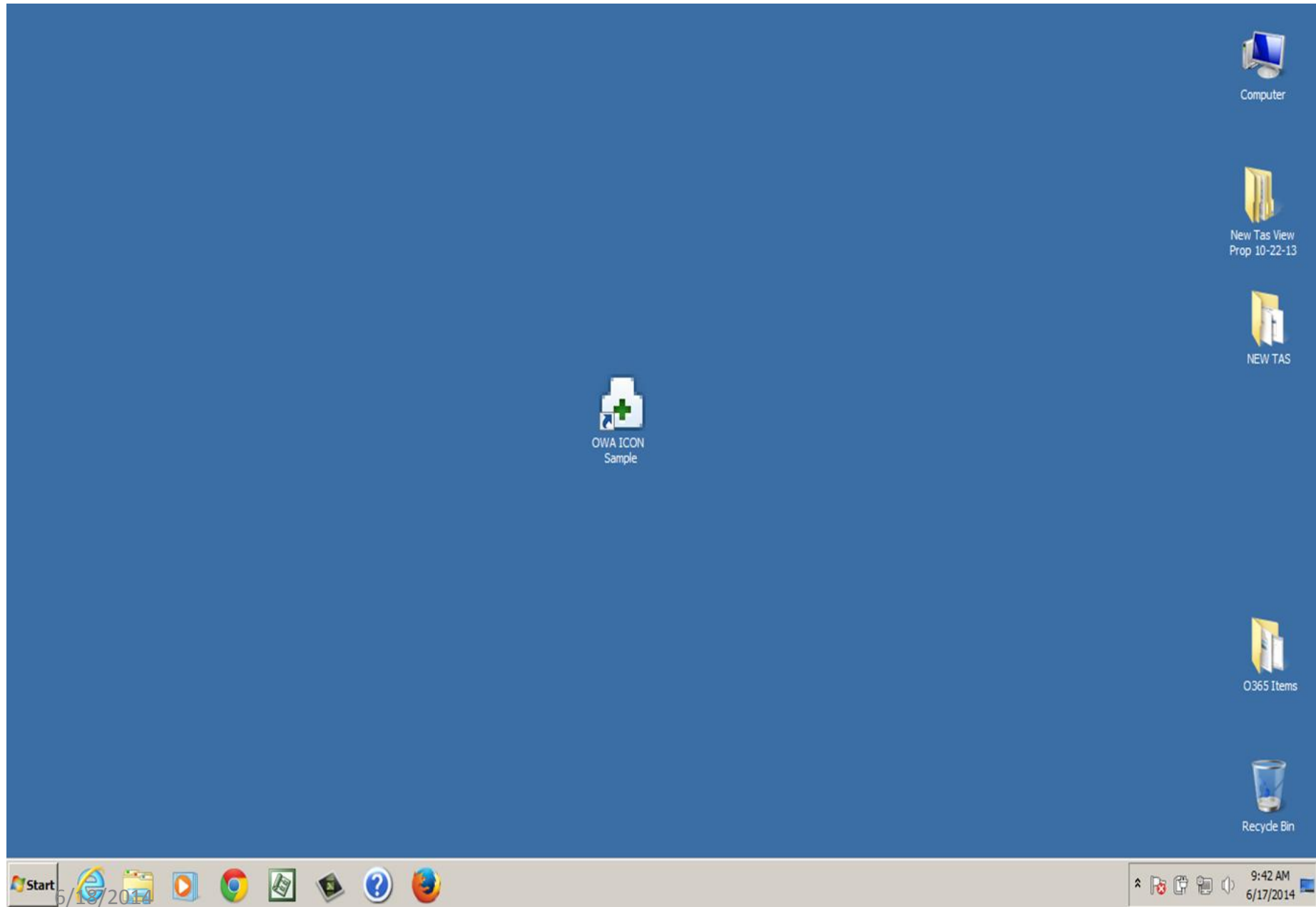
Staff member selects 'Sign out' to exit OWA

The 'User" tab is access from anywhere in OWA. When selected the menu of choices appears

6/18/2014

9:13 AM

O365 – OWA Sign Off - Desktop




O365 – OWA Sign Off - Internet

Sign in to Office 365

Microsoft Corporation [US] https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply

Apps Welcome to the Montg... SiriusXM Internet Radi... CMS Content Manager Google Google Analytics Offici... ABCNews.com - Breaki... CBS News - Breaking ... Other bookmarks




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6/18/2014

Start Sign in to Office 365 - ... Presentation1 - Microsof...

Search Desktop

21

9:45 AM

End of Calendar Tab – Overview